Chapter 1 : SAP Overview

Background Information

SAP allows Navy MWR and the Navy VQ to combine Accounting, Planning, Budgeting, Reporting, and Personnel and Benefits administration into one Enterprise Resource product.

The new system is unlike anything you have seen before, and can be somewhat intimidating at first. However, this user guide is written by MWR team members who are familiar with how you do business, and is therefore a great tool for you to use as you get comfortable with the system.

This guide will take you through the entire system, from logging on, to completing the most involved tasks.

Because SAP is a dynamic system, and you will be working with dynamic data, these documents are truly "works in progress" and as such will never be completely finished. As you in the field, as well as our headquarters' staff, discover new and better ways to accomplish a task or new reporting requirements arise based on these new tasks, the documentation will be corrected and additions and replacements to these manuals will be published.

Please accept this documentation as your own. Make notes regarding any errors, procedural mistakes and irregular results that appear based on the steps illustrated in this manual. Send your suggestions and corrections to the SAP help desk at the address located on the first page of this manual.

Logging On and Off

Before you can use SAP, you must log on. When you are finished working on your tasks in SAP, you log off. The first time that you log on, it will be with a generic password that your administrator will provide you. You will be prompted to change your password every 90 days.

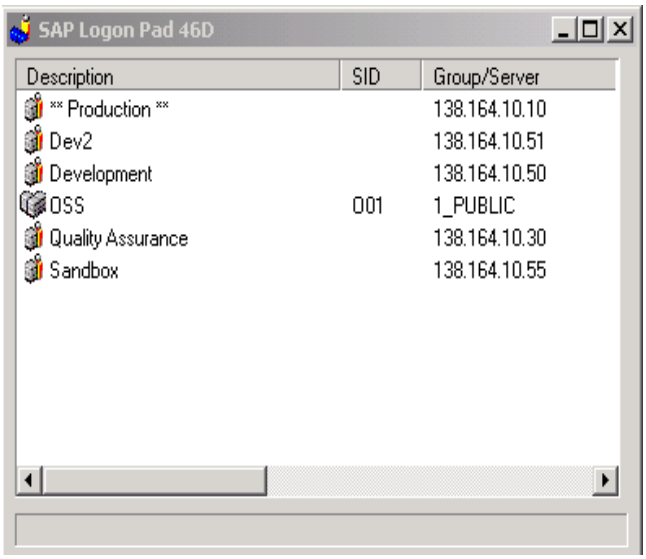
Starting SAP

To start SAP, proceed as follows:

Double click on the desktop icon.

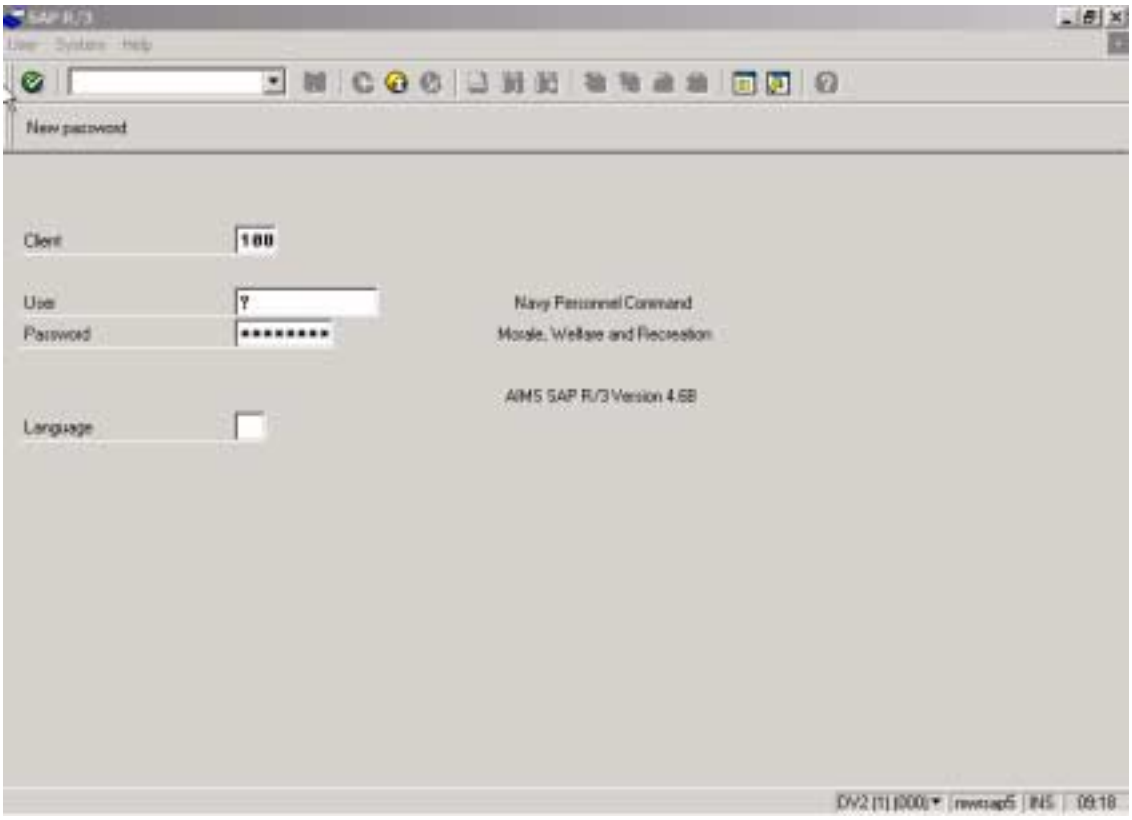
The SAP Logon screen appears.

You will be presented with the client choices shown in the dialog box.



Double click the icon for the client that you will be working in.

The logon screen (with the title SAP R/3) appears in a new window, as shown below, and you are now ready to complete the log on process.



Logging On

Before you log on, make sure you know the client number, your userID and password.

During the SAP Logon process and while you work in SAP, you are often instructed to press the TAB key after you enter data in a field. When you press the TAB key, the cursor moves to the beginning of the next field.

If you are logging on for the first time:

Your system administrator will provide you a password to use when you log on for the first time. During this initial process of logging on, you must provide a new password, one that you create. After that, you will use your own password whenever you log on. (These procedures might differ somewhat from what your system administrator might determine is suitable for your local situation; see your system administrator for details)

To log on to SAP, make the following entries in the fields on the logon screen:

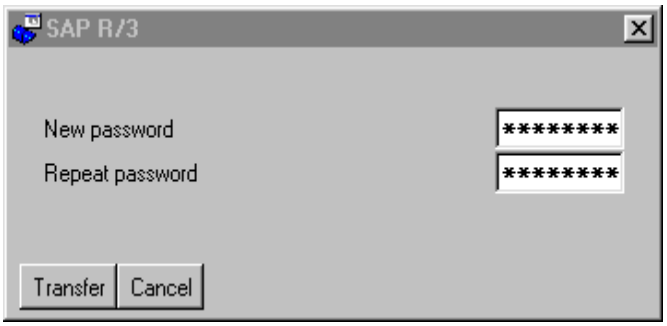
1. In the client field, enter the client number (The correct client number usually appears automatically when working in the Production client. If you are working in a client for "playing" purposes, you might need to change the number. For example, when working in QA 200, you need to change the client number to 200.)

   If a default number appears in this field, you can change it by overtyping it or accept it by leaving as is.

2. Press the TAB key to move to the next field.
3. In the User ID field, enter your User ID
4. Press the TAB key to move to the next field.
5. In the password field, enter the initial password your system administrator has given you.

Note: As you type the password, the asterisks remain in the field and only the cursor moves. As a security measure, the system does not display what you type.

6. The new password dialog box is displayed as shown:



7. In the New password field, enter a new password. (See Rules for creating a password, if you need help.)

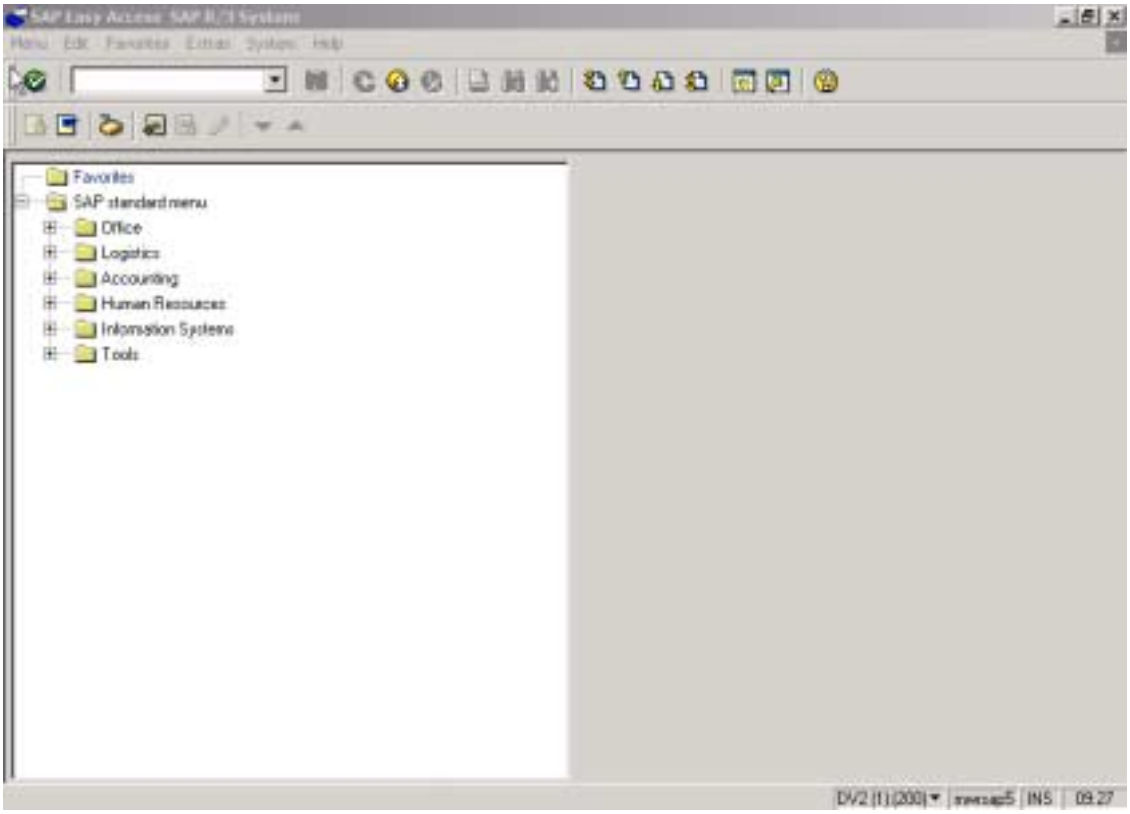
8. Press the TAB key to move the cursor to the Repeat password field.

9. In the Repeat password field, enter your new password again, exactly as you entered it the first time.
10. Press ENTER or click the  green check mark to log on to SAP.

If you have logged on previously:

1. In the client field, enter the client number
2. Press the TAB key to move to the next field.
3. In the User ID field, enter your User ID.
4. Press the TAB key to move to the next field.

   In the Password field, enter your password and note that the asterisks remain in the field and only the cursor moves. As a security measure, the system does not display what you type.
5. Press ENTER or click the green  checkmark to log on to SAP.
6. You have successfully logged on to SAP



♦ Rules for creating a Password

A password is a combination of characters that you enter every time you log on to SAP. Your password prevents other people from accessing or changing your work.

Remember your password, you cannot log on to SAP without it.

Follow these rules when creating a password:

1. It must have exactly 8 characters.

2. You may use any combination of alphanumeric characters. Valid characters include: the letters “a through z” and the numbers “0 through 9“

3. Do **NOT** begin a password with any of the following: a question mark, an exclamation point or a blank space.

4. Do NOT begin a password with three identical characters (for example, bbbat)

5. Do NOT begin a password with any sequence of three characters that is contained in your User ID (for example, “smi”, if your User ID is “sea_dsmi”

6. Do NOT use “password” as your password

7. Do NOT use any of the last five passwords you used (does not apply the first time you log on)

YOU WILL BE PROMPTED TO CHANGE YOUR PASSWORD EVERY 90 DAYS. DO NOT USE A PASSWORD YOU HAVE USED PREVIOUSLY WHEN PROMPTED TO CHANGE YOUR PASSWORD TO A NEW ONE.

NOTE: In SAP, passwords are NOT case-sensitive.

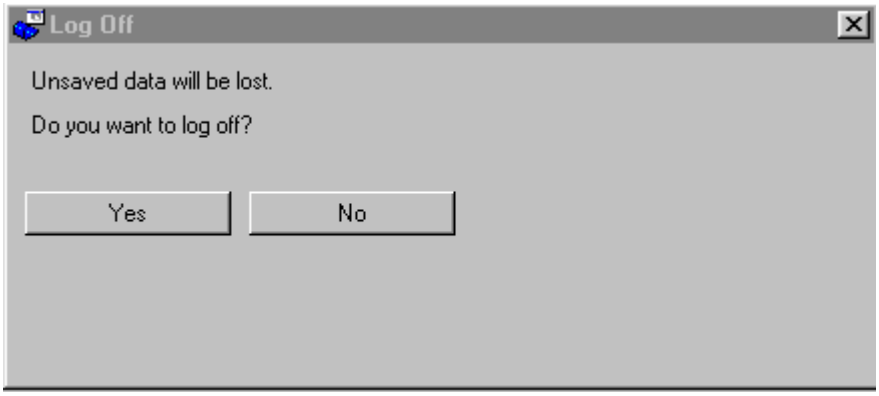
Logging Off

You can log off SAP from any screen.

To log off SAP, follow these steps:

1. From the menu bar, choose System → Log off OR click the ☒ in the upper right corner of the window.

2. The Log Off dialog box appears (as shown here) informing you that any data you have not saved will be lost if you proceed with logging off.

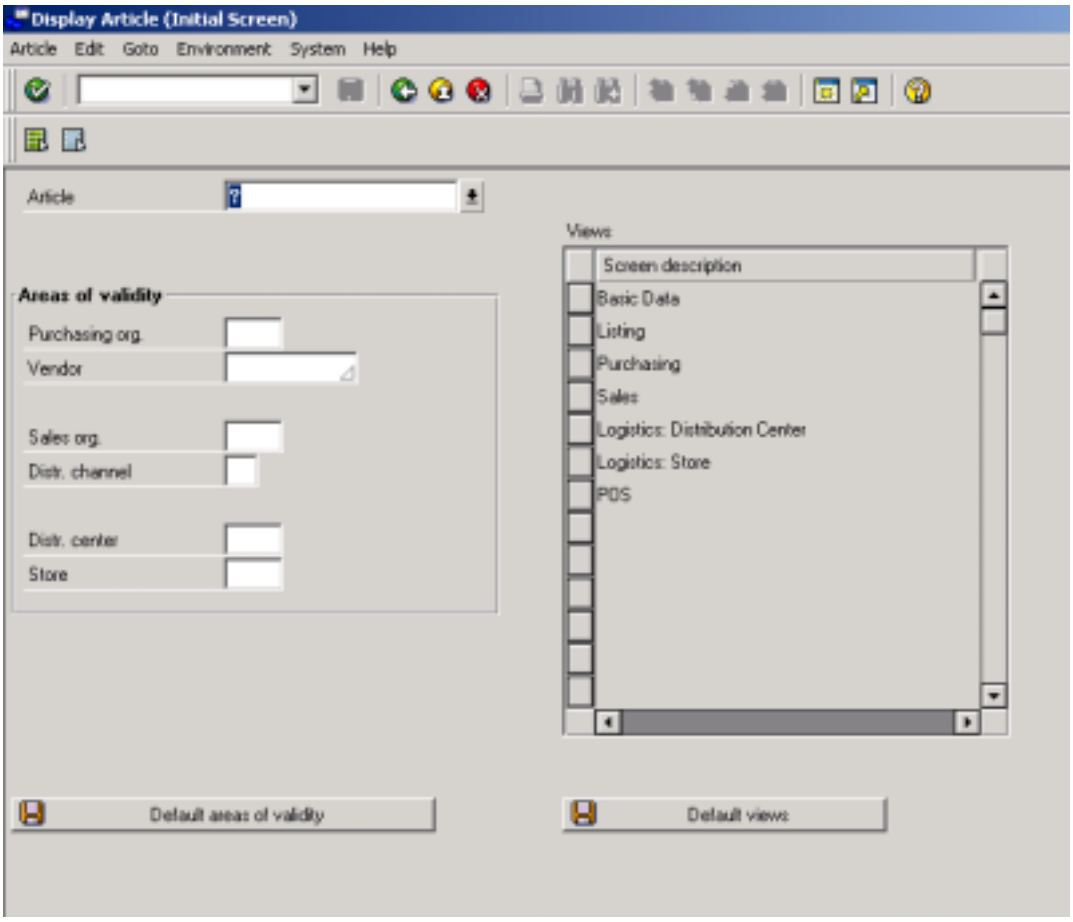


3. If you are not certain that you have saved all your data, click **No**. You will return to the screen you were working on.

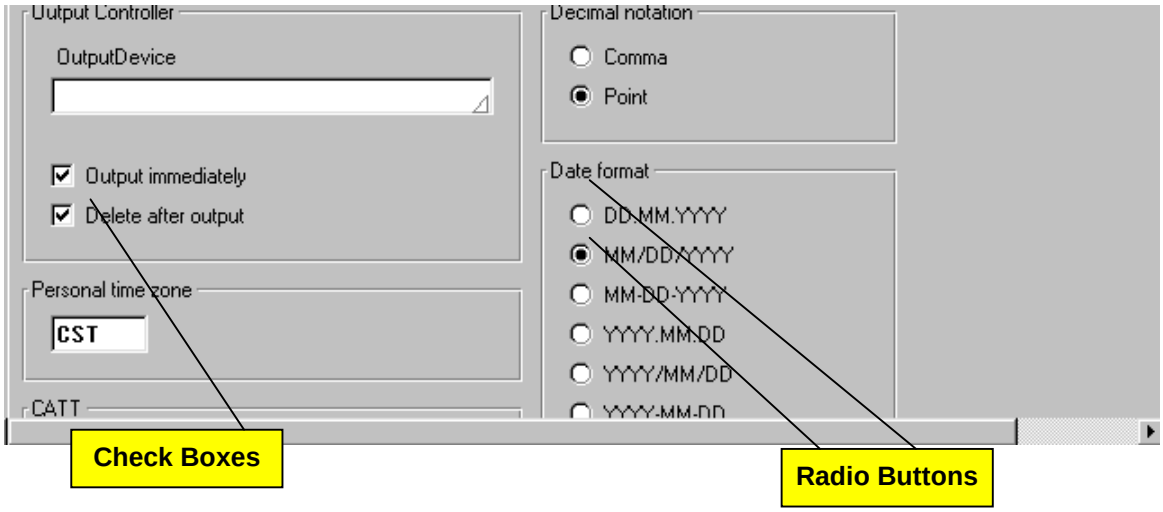
4. If you are certain that you have saved all the data you want to save, click **Yes**. All of your SAP sessions are closed and you are returned to your Windows environment. You have successfully logged off the system.

♦ Learning the Basics

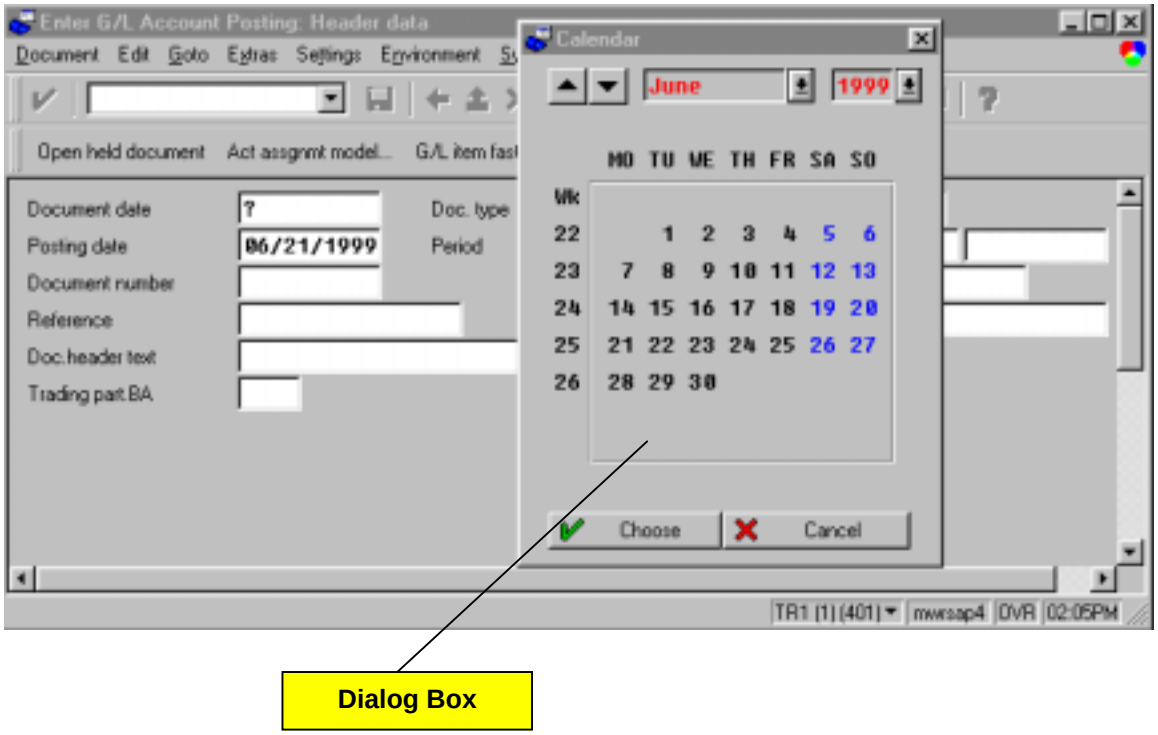
After logging on, you can take a tour of the standard elements of a SAP window by clicking on the various parts of it.



Depending on your actions as you work in SAP, you may also see radio buttons and check boxes in a window. A group of radio buttons only allows one choice while a group of check boxes allows as many to be checked as applicable.



One final element of the window that you will see when working with SAP is the dialog box. A dialog box (the calendar) is displayed in the window shown here.



Tour of the Menu Bar

Menus are displayed in the menu bar and in the Easy Access tree structure. The menus that appear in the menu bar are determined by the task you are doing in SAP. Therefore, you will see different menus as you work on different tasks. The menu bar shown above is typical.

The following are menus available from every screen in SAP.

Menu	Description
System	The System menu contains functions that affect the system as a whole, such as Create session, User Profile, and Log Off.
Help	The Help menu contains functions for accessing the various forms or online help that are available in SAP.
	The last menu on the menu bar, on the right, is the Options menu. The functions of this menu allow you to modify the appearance of your SAP window. (For example, the text colors and the behavior of the TAB key)

The following shows the menus that are standard in most SAP applications

Menu	Description
<Object>	The first item in the menu bar is usually named after the object you are currently working with, for example, *Article*. This menu contains functions that affect the object as a whole. This includes functions like Display or Maintain. In addition, this menu also offers the Exit function, which allows you to close the current task.
Edit	The second menu in the menu bar is the Edit menu. The Edit menu contains the actions that you can use to edit components of the current object, for example Select, Edit, and Copy. This menu also contains the Cancel function, which allows you to leave a task without the system checking and saving the data you have entered.
GoTo	The third menu in the menu bar is the GoTo menu. It contains functions that allow you to move directly to other screens in the task you are currently working in. It also contains the Back function, which allows you to go back one level in the System hierarchy. Before going back, the system checks the data you have entered on the current screen and displays a dialog box is there is a problem.

In addition to those menus listed above, the following may also be displayed:

Extras	The Extras menu contains functions you can choose to complete the current object or an object component. These are usually functions you do not constantly need.
Utilities	The Utilities menu contains functions you can perform for the data you are entering or changing.
Settings	The Settings menu contains functions you can choose to set user-specific transaction parameters.

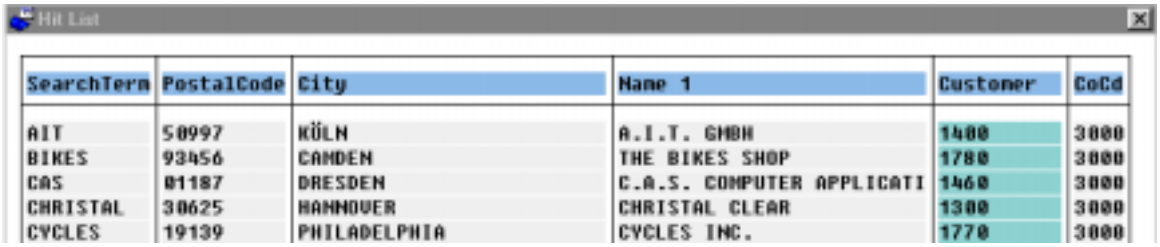
Sometimes all the available menus will not fit on one line and, as a result, they wrap to the next line. Whether a menu is on the first or the second line does not affect how you work with it.

Customizing Display Options

Displaying and Hiding Grid Lines in Lists

You can choose to display or hide grid lines in List. You can also choose between two types of grid-line displays: regular and three-dimensional (3D)

The following is an example of grid lines in List:



To change the grid lines in Lists:

1. In the  menu, choose Options.
2. Select the Colors in Lists tab.
3. To have the grid lines display in Lists, select the check box next to the Lines in Lists in the Options box. This is for the regular lines, not the 3D.

4. To hide all grid lines (Regular and 3D), deselect the check box next to 3D Effects in the **Colors in Forms** tab.

NOTE: For grid lines to appear in 3D both the 3D Effects and Lines in Lists check boxes must be selected. Just selecting the 3D Effects check box is not enough.

5. To confirm your choices, click on OK (You can click on Cancel to reset the grid line options to the previous settings) The Options dialog box closes

Enabling and Disabling Automatic Tabbing Between Fields

You can determine whether the system should automatically move the cursor to the next input field when the cursor reaches the end of the current field. Automatic tabbing (AutoTAB) is useful when you must enter data in many fields and you don't want to have to press the TAB key to move from field to field.

NOTE: AutoTAB only works at the end of a field. If a field can hold 12 characters and you only enter 7, you still have to press the TAB key to go to the next input field.

To turn automatic tabbing between input fields on and off:

1. In the  menu, choose Options.
2. Choose the Cursor tab.
3. To enable AutoTAB, select the check box next to "Automatic TAB at Field End".
4. To disable AutoTAB, deselect the check box next to "Automatic TAB at Field End".
5. To confirm your choice, click on OK. (You can click on Cancel to reset AutoTAB option to the previous setting).

Determining Cursor Placement

In SAP, you can determine where you want the cursor to appear when you click in the blank area of an input field. You can set the cursor to jump to the right of any text that is already in a field by clicking anywhere to the right of the text, effectively treating blank spaces to the right of any text as if they were not blank. Alternatively, you can set the cursor to appear exactly where you place it in the field, whether there are blank spaces or not.

If you primarily work in a task that requires entering data in a lot of empty input fields, it is helpful to have the cursor appear at the end of any text when you click anywhere behind the text. (This is the default setting). This way, when the input field is empty, the cursor will appear at the beginning, allowing the user to freely enter data without worrying about extra spaces in front of the cursor.

To change the way SAP places the cursor:

1. In the  menu, choose Options.
2. Choose the Cursor tab.
3. To have the system automatically place the cursor at the end of any text in an input field when you click to the right of the text, select the check box next to "Cursor to End of Text".
4. To have the system place the cursor exactly where you click in an input field, even if the input field is empty, deselect the check box next to "Cursor to End of Text".
5. Click on OK.

Creating Screen Shots

There are times when it is useful to have a hardcopy of a screen. One example is when you have a problem within the system and have trouble describing the look of the screen to a remote help desk and it would be advantageous to fax a hardcopy of the screen.

To create the hardcopy:

1. In the  menu, select Hardcopy
2. A hardcopy of the screen shot is printed out at the default printer specified for your PC.

NOTE: You cannot take a screen shot of a screen with an open dialog box, because you cannot access the  menu. However, there is a Windows work around. Press the Print Screen key on your PC. This will store a copy of your screen into the clipboard. Open MS Word or Wordpad and paste the image that was stored on the clipboard.

♦ Working with Sessions

You might want to work on more than one task at a time while in SAP. In this case, you may create a new session. You can open up to nine sessions and do a different task, or the same task, in each one. You can move around between the open sessions, and you can close any session without having to log off the system.

Creating a New Session

You can create a session at any time and from any screen in the system; you do not lose any data in sessions that are already open. Nine sessions can be created. Each session you create is as if you logged on the system again. Consequently, the system has more work to do, which can affect how fast it responds to your requests.

Steps for creating a new session:

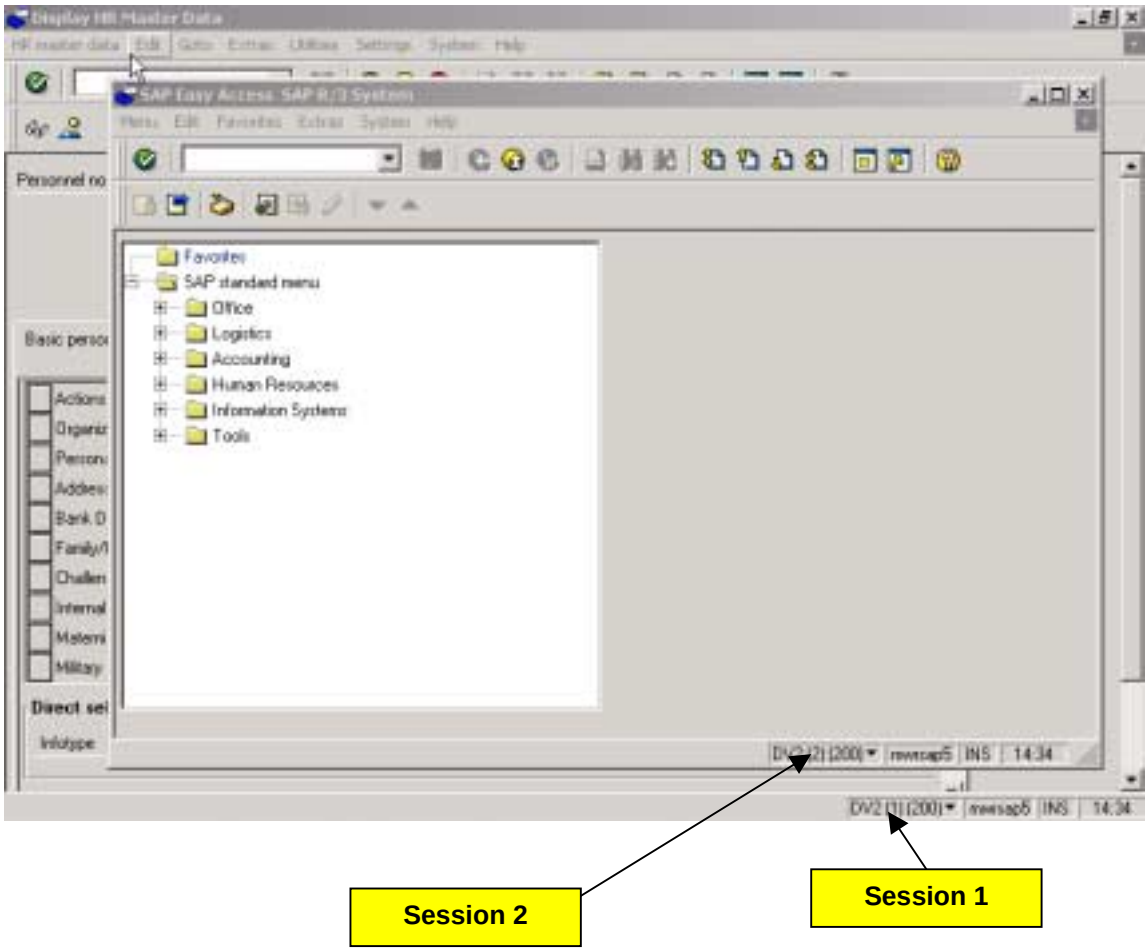
To create a new session from anywhere in the system, use the following menu path:

Menu path: SYSTEM → Create session

Alternatively, you may click this icon from the menu bar 

The system opens an additional window with the new session running in it. The system places this new window in front of all the other windows on your computer screen. The new session becomes the active session and will remain so until you either move to a different (either pre-existing or new) session.

The following shows the new session window on top of the existing one. Note the session number in parentheses in the status bar.


SAP Easy Access SAP R/3 System
Favorites
SAP standard menu
Office
Logistics
Accounting
Human Resources
Information Systems
Tools
Session 2
Session 1

Moving among Sessions

You can move easily among sessions. As you move between sessions, no data is lost.

As long as you remain logged on to SAP, you can leave any session for as long as you like. Moving to a different session is like putting a telephone call on hold: you can resume whenever you are ready.

Steps for moving To a Different Session

One method of moving between sessions is to use the keyboard shortcut key ALT + TAB. Using these keys will move you between the open sessions.

Alternatively, you may click the icon representing the session on the taskbar at the bottom of the Windows 95/98/NT screen.

The most cumbersome method of moving between sessions is to minimize the session you are working on to expose the session you wish to move to.

Ending a Session

After you are finished working with a session, it is a good idea to close it. Each session uses system resources and the more sessions open at the same time is reflected in the speed that the system is able to respond to your requests.

WARNING: Before you end a session, save any data that you wish to keep. When you end a session, the system will NOT prompt you to save your data. However, if you have only one session open and you end it, you will log off the system. Before logging you off, the system WILL prompt you to save your data.

1. Menu path: SYSTEM → End Session

OR

2. Click the  in the upper right corner of the window holding the session you want to close.

3. Type "/nex" in the command line (Without the Quotes) and click the Enter icon. This sequence will NOT prompt you to save your data and ends all open sessions and logs you off SAP.

When you close one session you will be returned to the previous session.

♦ Getting around in SAP

In SAP, there are two ways to perform a task:

1. You can select the task from a series of menus and functions. With menus, you can easily find your application without having to memorize special codes.
2. You can enter a transaction code in the command field. With transaction codes, you can go directly to a task without having to travel through several different menus.

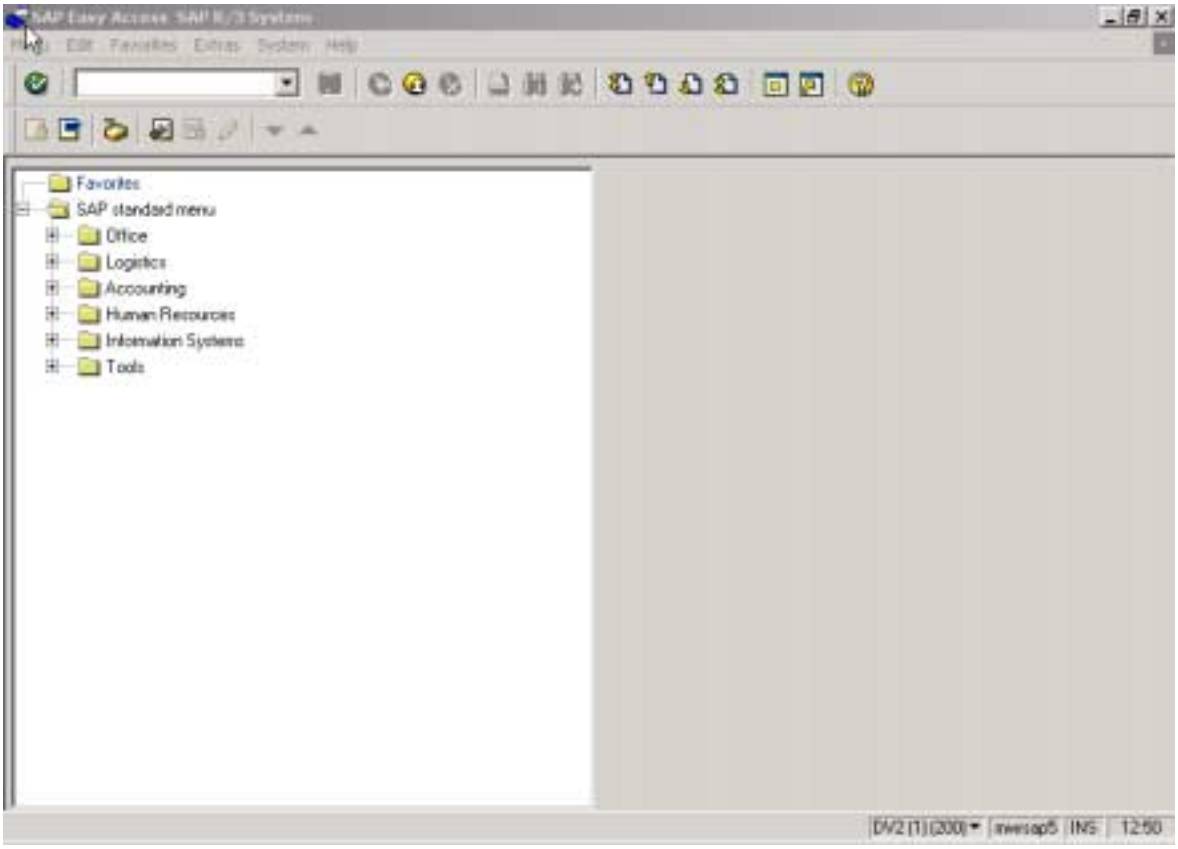
   You can also create or combine functions into a custom user menu. A custom user menu allows you to quickly find and choose a function, without navigating through multiple levels of menus.

Using Menus to Select a Task

After you log on to SAP, you need to choose the application and the task that you want to work on, then choose a function to start the task. As you are working, you may decide to start a different task, at which point you will need to choose a new application and function.

Using the menus in the menu bar, you can navigate to the application and the task you want to start, and you can choose the function to start the task. With menus, you can easily find your application and functions without having to memorize transaction codes.

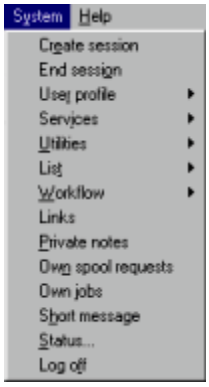
Easy Access Menu
To choose the application you want to work in, such as HR or Accounting, double click the appropriate application from the Easy Access menu, as shown below. As you can surmise from this view, this menu tree, as well as some additional report trees, mirror what you already know, working with Windows Explorer. The nodes may be expanded or collapsed as you drill deeper into the structure. It is a more visual way of navigating through the system.



Choosing Menus and Functions with the Mouse

Once you have chosen an application, you will be taken to the appropriate SAP window. In this window, you will see the menu bar as discussed previously. To choose a menu with the mouse, proceed as follows:

1. In the menu bar, click on the menu you want to choose.
   The menu opens, and its contents (functions, sub-menus, or both) are displayed as shown here. If the menu contains sub-menus, these are indicated by an arrow to the right of the menu item.



   To choose a sub-menu item: From the menu screen click on the sub-menu that you want to choose. The sub-menu opens next to the original menu and its contents are displayed.

   On the open menu or sub-menu, click on the function you wish to choose.

The displayed menu and any sub-menus are closed and the function you chose is performed.

Canceling a Menu or Sub-Menu Choice

1. Click on any area outside the menu or sub-menu and the displayed menu and sub-menu are closed.

Steps for Choosing a function from a Menu or sub-Menu:

Shortcut: choosing functions from the Toolbars

Depending on the task you are performing, certain buttons will be available in the standard toolbar and in the application toolbar. These buttons have various functions such as Save, Display, Enter or Exit.

A typical application toolbar is shown here:

To choose a function with one of these buttons, simply click on the appropriate button.

Jumping Directly to a Task with Transaction Codes

By entering a transaction code instead of using menu paths, you can go directly to a task and start the function in a single step.

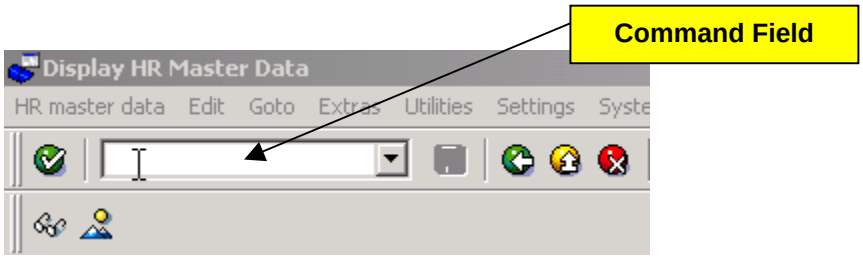
Note that not all transactions codes in HR will take you directly to an input screen. Some transactions codes will take you to a beginning screen, for which you must make some choices before being taken to the appropriate input screen.

What is a Transaction Code?

A transaction code is a variable length character code that takes you directly to the screen for the task you wish to perform. For example, say you are working in the Personnel Management application and your task is to display a master record. You can use the menu paths to display a master record, or you can use transaction code ME11 – the transaction code for creating an info record in the Procurement section of the IR Retail application.

You can use a transaction codes to go to tasks in other applications, not just the one you are working in. By using the correct transaction code, you could go from a task in the Personnel Management application to a task in the Organizational Management application.

Each function in SAP has a transaction code associated with it. A transaction code consists of letters, numbers, or both. "PA70" and "PPM_OLD" are both valid transaction codes. You enter transaction codes in the command field.

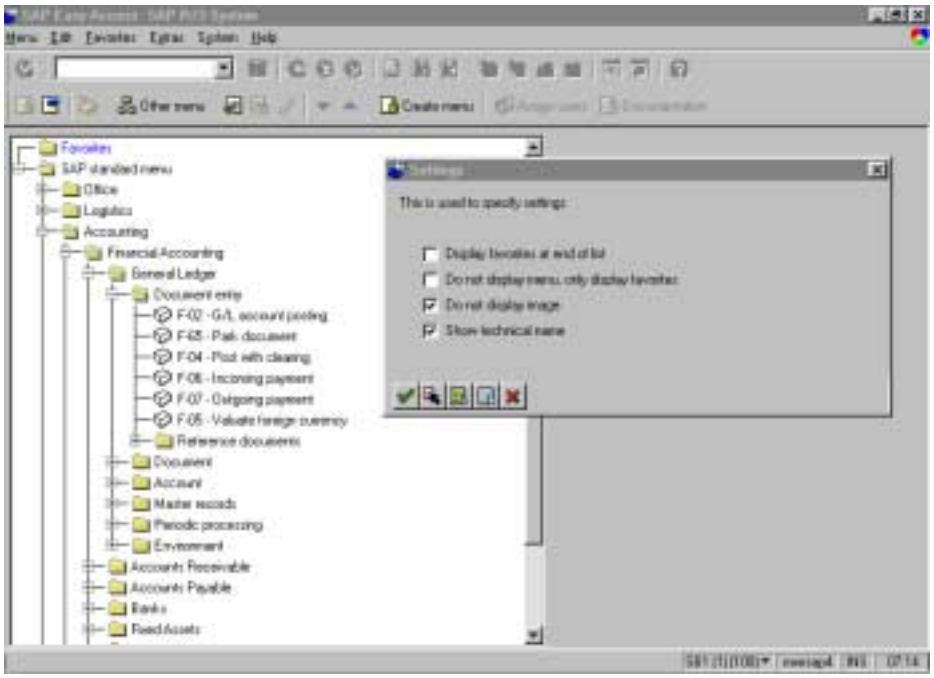


Before you can use a transaction code, you have to find the transaction code for the task that you want to start. Then you use the transaction code to start that task.

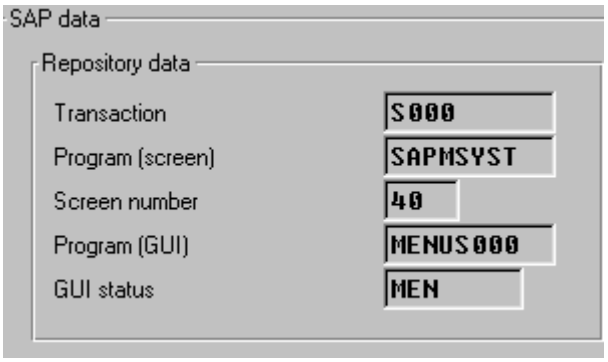
Finding the Transaction Code for the Task You Want to Start

There are a number of ways to determine the Transaction Code for the process that you wish to start. Two of the easiest ways are as follows:

First, when you first open the SAP system and the tree structure is shown, by clicking the Settings menu item and making sure that "Show Technical Name" is checked, the transaction code for the individual process will be shown on the tree structure at the lowest level. This is shown on the illustration below. For example, the Transaction code for Display Master Data is PA20.



In addition to this method of determining the Transaction Code for a particular procedure, you may also click the drop-down arrow located on the status bar at the lower right corner of the screen. The pop-up window will also list the Transaction Code.



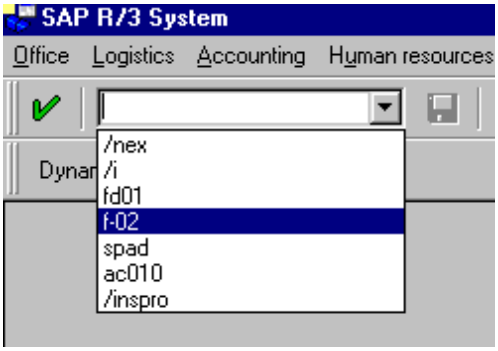
Also, once you open the procedure through the transaction codes or through the menu path, you may click the System menu and the Status subdirectory for the transaction code information.

In addition to this simple method, once you open a task through the menu paths or transaction codes, a record of this is stored within the command field control and can be accessed by clicking on the dropdown arrow.

(This is called the Possible Entries arrow)

1. Click on the transaction code you want to use to highlight it.

2. Press the ENTER key or click the Green Arrow.



Entering a Transaction Code

Once you have found the transaction code for the task you want to start, you can enter the code.

1. Place the cursor in the command field. Do this by clicking in the field with the mouse or by pressing CTRL+TAB.

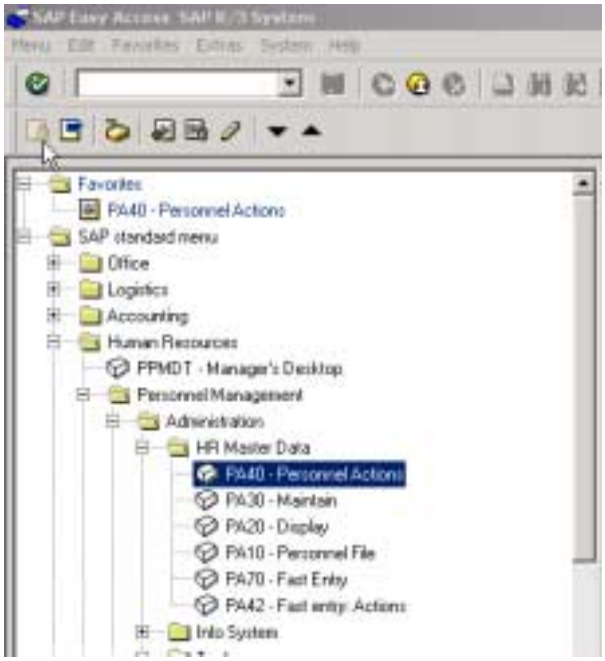
2. Enter /n (to end the current task) followed by a transaction code. For example, for transaction code “fd01”, you would enter “/nfd01”

3. Press the ENTER key or click the Green arrow.

Using the Favorites List

One of the more productive ways of working within SAP is to use the Favorites procedure. As a user works within the system for some time, they will find that they are using the same transactions over and over again. The system has a built-in method of gathering all of these dissimilar URL's (web pages), documents and procedures into one area labeled Favorites.

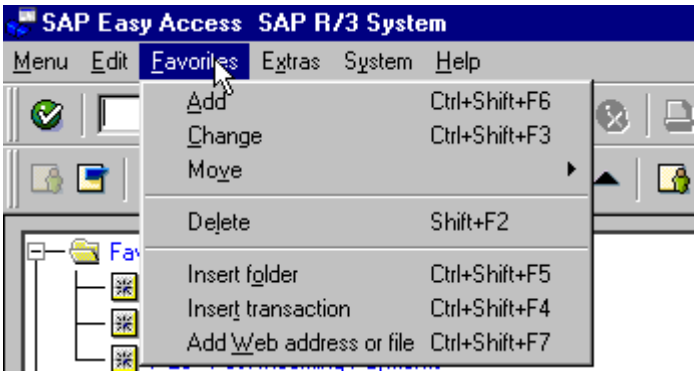
There are many ways to add to your Favorites list. One of the easiest is illustrated below. In our example, the user is Personnel Specialist whose main efforts are directed in the Personnel Actions entry procedure. By clicking on the PA40 – Personnel Actions node under the path Human Resources > Personnel Management > HR Master Data, the user can "drag and drop" the node on the Favorites folder on the tree. When this user logs on and exposes the Easy Access tree , they can click directly on the PA40 Personnel Actions node in the Favorites folder and go directly to the opening screen within this procedure without traveling through the entire menu path.



As you can see, the PA40 – Personnel Actions node in the full path has been dragged and dropped on to the Favorites folder at the top of the tree.

Alternatively, when you are working in a procedure and would like to add it to your personal favorites listing, you may use the menu path as follows. SYSTEM > USER PROFILE > EXPAND FAVORITES. By clicking on Expand Favorites, the procedure that you are working on is added to your favorites folder. By going back to the Easy Access tree structure and checking the contents of the Favorites folder, you may verify that the procedure has indeed been added.

The third method of maintaining the Favorites list is to use the Drop Down Favorites menu on the top menu bar. From this drop-down menu, you may Add, Change, Move (Up or Down in the hierarchy), Delete, Insert a folder into the tree structure, Insert a transaction and Add a Web address or file.



This is a very valuable tool within the system. This puts all of your commonly used procedures, transactions, reports, etc. available to you with a minimum of mouse clicks.

♦ Entering Information

Entering Data in Fields

Most of the tasks that you will perform in SAP involve data entry. Typically, you enter data into the system in fields.

What is a Field?

A field consists of a field name and field data. Field data is a single unit of information, such as a customer's name or account number.

Most screens in SAP contain fields in which you enter data (Input fields) or that provide information to you (Display fields).

Field data varies in length and, correspondingly, input fields vary in length. The length of an input field determines how many characters you can enter in the field. The length of the rectangular box indicates the length of the longest valid data entry for that field. In this example, the longest valid entry is three characters.

Switching Between the Replace and Insert Modes

When you enter data in Input fields, two methods, or modes, for entering data are possible: Replace and Insert. In Replace mode, you type over data (if there is any) that is to the right of the cursor. In Insert mode, any data to the right of the cursor is moved to the right as you type.

In the standard system, the entry mode is set to Replace. Typically, you use the Replace mode to enter data into Input fields. However you may switch between the two modes by pressing the "Insert" key. This is a toggle that switches between the two modes. This means that the mode changes each time you press the "Insert" key.

Typing Data into an Input field

In the standard system, when you place the cursor anywhere in an empty input field, the cursor jumps to the beginning of the field, making data entry easy.

Steps for Typing Data Into an Input Field.

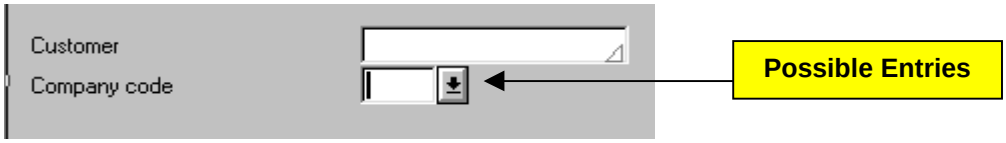
1. Click anywhere in the empty input field, the cursor jumps to the beginning of the field.
2. Type in the data.

If the data fills the input field, the cursor automatically moves to the next input field. Otherwise, the cursor remains in the input field until you press the TAB key to move it or you click on another input field.

Displaying and Using Possible Entries for an Input Field

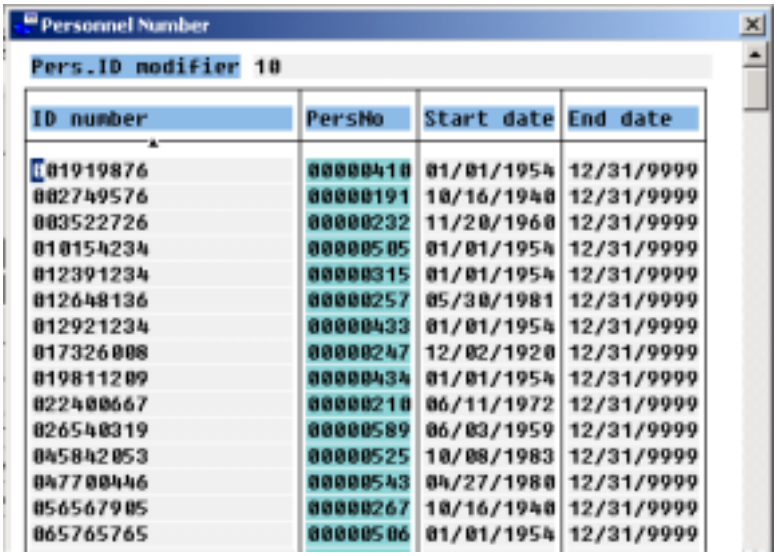
If you are not sure what the valid entries are for an input field, you can display a list of possible entries for that field. From that list, you can then select an entry to transfer into the input field.

Not all input fields have lists of possible entries. You cannot determine if a list exists until you place the cursor in the input field. The only exception to this is for input fields that allow search help entries – these input fields have a small triangle in the lower right corner, indicating they have possible entries lists. (Note: the Customer Input Field above). Once you have placed the cursor in an input field, a possible entries arrow appears to the right of the field, if possible entries exist for the field.



Steps for Displaying Possible Entries

1. Click on the dropdown arrow. A dialog box appears with a list of possible entries for the field. An example of this type of dialog box appears here.



2. In the list, find the entry that you want. If the list is too long to display in the dialog box, you may have to scroll up and down to find the entry that you want. You can use the scroll bar to do this.
3. Click on the entry and press ENTER, or simply double click on your choice.

The dialog box closes, and you return to the screen you were working in. The data that you selected for the possible entries list now appears in the input field.

Changing Data in an Input Field

Changing data in an input field can be done in various ways. The most straightforward approach is to switch the data entry mode to "Replace" and type over data already in the input field.

NOTE: Some input fields contain data that is for display purposes only; consequently you cannot change or delete data in these fields. Input fields that have the same color background as the background of the screen contain data that you cannot change.

1. Make sure you are in Replace mode (OVR in the status bar). If you are not, simply press the INSERT key to switch to Replace mode.
2. Place the cursor at the point in the data where you want to start typing.
3. Type over the old data. You can use the DELETE key to delete data to the right of the cursor.

To change other input fields, repeat steps 2 and 3.

Moving from Input Field to Input Field

To move the cursor from input field to input field in SAP, you can use the mouse or the keyboard.

To move to another input field using the mouse, simply click in the field where you wish to move.

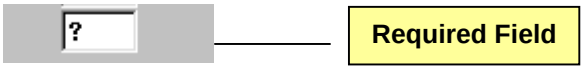
To move the cursor to another field using the keyboard, use any of the following keys:

Key	Moves the Cursor to
TAB	moves the cursor to the beginning of the next input field.
SHIFT+TAB	moves the cursor to the beginning of the previous input field.
↓	Moves the cursor to the beginning of the next input field or next line.
↑	Move the cursor to the beginning of the previous input field or previous line.

In standard SAP, the cursor automatically moves to the next input field when it reaches the end of the current input field. This feature is called automatic tabbing. (AutoTAB) It is useful when you must enter data in many fields and you do not want to always have to press the TAB key to move from one input field to another.

Required Input Fields

When you work in SAP, you will often encounter fields with a question mark (?) in them. These input fields are called required fields. An example is shown here.



If the screen you are working on contains required fields, you must enter data in those input fields before you can proceed to the next screen in the task.

When you click on OK to proceed to another screen, if you have not completed all the required fields on a screen, SAP will display an error message in the status bar. At the same time, it will place the cursor in the required field so that you may make the necessary data entry.

Ending A Task

After you have completed a task, you will want to end it. Sometimes, you might want to end at task without completing it.

To end a task:

1. In the menu bar, click on 

2. If you have already saved the data, or you haven't entered any data, the system ends the task and returns to the initial screen of your application.

   If you entered data while working on this task, but did not save it yet, the system displays a dialog box prompting you to save your data. You have the following options:

   - Click Yes to save the data and end the task.
   - Click No to end the task without saving the data.
   - Click Cancel to return to the task.

Entering the Same Data Repeatedly

When you want to create a group of objects (say, a group of purchase orders) that contain similar data or the same data, you can use the functions Hold data or Set data.

Suppose you want to enter 20 purchase orders (PO). Each PO has the same delivery date, and the ordered goods will be delivered to the same plant and storage location. Instead of entering the same data 20 times, you can enter the data in the input fields once and "hold" it on the screen. Then, every time you create an invoice, the system enters the same data-the held data-in the appropriate input fields.

The most important difference between Hold data and Set data is that when you use Hold data, you can change the held data when it appears in the input fields; when you use Set data, you cannot. For example, if you are entering invoices, suppose the date and document type is the same for most of the invoices, but not all. If you use Hold data, you can change (that is, type over) the date and/or document type for the few invoices that differ. If you use Set data, you cannot change the date or the document type for those that differ.

Using Set data also has an advantage, however. When you use Set data, the cursor skips over input fields with held data, so that you don't have to always press TAB to move to the next input field.

You can hold or set data for as many different screens as you like. The data you enter and hold/set on a screen is held for that screen until you delete it or until you log off the R/3 System.

Steps for Holding Data on a Screen

1. On the screen, enter the data that you want to hold in the input fields.
2. From the menu bar, choose System → User Profile. The User Profile menu is displayed.
3. From the User Profile menu, if you want to hold data with the ability to change it, choose Hold data.

   From the User Profile menu, if you want to hold data with the ability to automatically skip fields, choose Set data.

Steps for Deleting Data Held on a Screen

1. Go to the screen that contains the data you wish to delete.

2. From the menu bar, choose System → User Profile → Delete data. The data is deleted. The next time you access the screen, no held data is displayed.

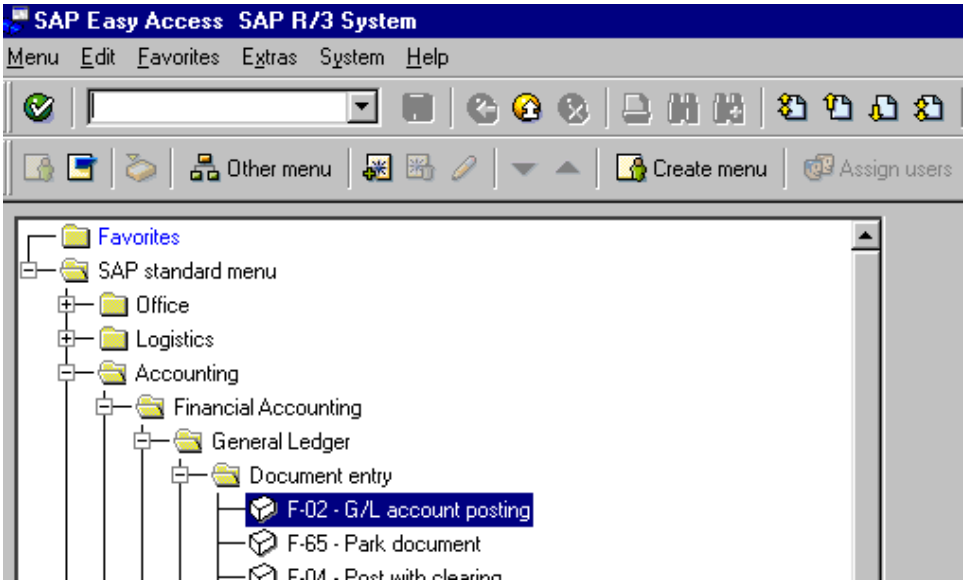
Typical Tasks: Overview

What Are the Steps in a Typical Task?

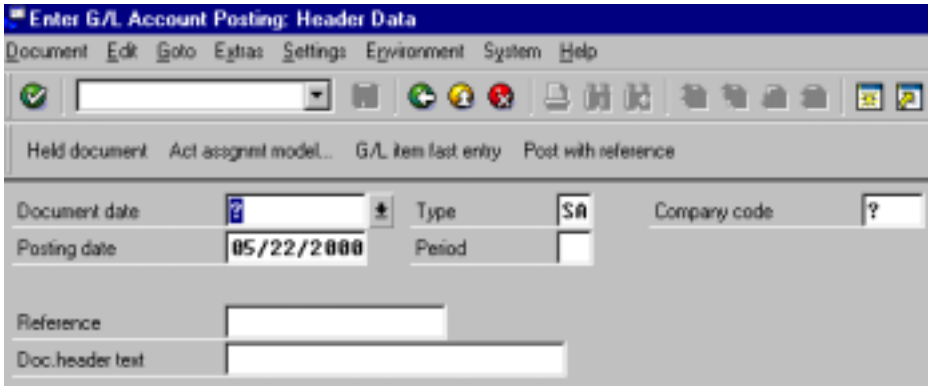
In the R/3 System, a task consists of one or more screens on which you enter data. Some typical tasks might be creating customer master records, entering invoices, or creating journal documents.

To perform a task in the R/3 system, you typically perform these steps:

1. Choose the application and task you want to work on. After you log on the R/3 System, you choose the application you want to work on and the task you want to do. You can use the menu paths or the transaction codes. (See also Chapter 2)



2. Enter data on the initial screen of your task. Each screen contains Input Fields in which you enter data. Some fields require entries, others do not. All fields that display a 'question mark' require an entry.



3. Go to the next screen by clicking the green arrow  or pressing the Enter key. When you go to the next screen, the SAP System temporarily stores the data you have just entered.

4. Enter the data on the next screen of your task. You may return to previous screens to make changes by clicking the left arrow key  , you can skip screens that are not required, and you can go to a related task to get information or to complete additional screens.

5. Repeat steps 3 and 4 until all the screens that make up your task are completed.

6. Save your data for the entire task by clicking on the  Save icon.

Choosing an Application and Task

After you log on to the SAP System, you need to choose the application and the task that you want to work on. In the SAP system, there are two ways to move around between applications and tasks. One way is to choose a series of menus and functions (also known as navigating). The other way is to enter a transaction code in the command field.

With menus, you can easily find your application and tasks without having to memorize special codes. With transaction codes, you can go directly to a task without having to travel through several different menus.

You can also combine or create functions in menus into a custom user menu. A custom user menu allows you to quickly find and choose a function without navigating through multiple levels of menus.

Entering Data on a Screen

Most of the tasks you perform in the R/3 System involve data entry on a screen

Steps for entering Data on a Screen

1. Enter data in all the appropriate input fields on the screen.

2. Press ENTER to have the system check the entries and proceed to the next screen in the task.

   The system checks your entries. If the system finds any errors, for example, entries in the wrong format, it displays a message on the status bas and positions the cursor in the field that needs correcting.

   If the system does not find any errors, the next screen is displayed.

3. If the system found errors, change the incorrect entries.

4. When you are finished making changes, press ENTER.

   The system checks your entries again. Repeat steps 3 and 4 until the system does not find any more errors and the next screen is displayed.

Canceling All the Data on the Screen

To cancel all the data you just entered on a screen, proceed as follows:

Click on  or choose Edit → Cancel

The system removes all the data on your current screen, closes the current screen, and returns you to the previous screen. Depending on your situation, the system may also display a dialog box prompting you to confirm your action.

Saving the Data on a Screen

When you are working on a task that consists of several screens, the system temporarily stores the data that you enter on each screen. After you complete all the necessary screens in your task, you need to save your data.

Click on the Save icon  or Press function key F11 or if you are doing a task for the first time and you don't know which screen is the last screen; the system will prompt you to save when you reach the last screen. If you are on the last screen and you press ENTER instead of choosing SAVE or POST, a dialog box appears. The dialog box prompts you to save your data.

1. The system processes the stored data and saves it in the appropriate database.

Moving Through Tasks

When you are working in a task, you can use certain menus and functions to go to other screens within your task, as well as to screens in related tasks.
To find out which other screens and related tasks are available from the task you are currently working in, check the GoTo, Extras and Environment menus in the menu bar. The contents of these menus change depending on the task that you are doing.

You use the GoTo, Extras and Environment menus to go to different areas, as described in this table:

Use this Menu	For this Purpose
GoTo	To move among different screens within your task. Often you do not need to complete every screen in your task, or you might want to return to a screen to make changes
Extras	To access additional information and fields Sometime you need additional information to complete a screen. Or, you may need to complete fields that are used less frequently. Fields that are used less frequently appear on screens that you access from the Extras menu.
Environment	To go to a related task Often when doing a task, you need to do a related task. The related task can be either in your current application or in another. For example: you might be checking an invoice and you might want to compare it to the purchase order (Purchasing Application). From the Environment menu, you can display the purchase order, check the data on it, and then return to the invoice.

Note: Depending on the application, you can often proceed from one screen to the next simply by clicking on  or pressing ENTER. This is not possible if there are any required fields on the screen that still need entries, however.

Ending A Task

After you have completed a task, you will want to end it. Sometimes, you might want to end at task without completing it.

To end a task:

3. In the menu bar, click on 

4. If you have already saved the data, or you haven't entered any data, the system ends the task and returns to the initial screen of your application.

   If you entered data while working on this task, but did not save it yet, the system displays a dialog box prompting you to save your data. You have the following options:

- Click on Yes to save the data and end the task
- Click on No to end the task without saving the data.
- Click on Cancel to return to the task.

Background Processing System: Overview

Overview

You can use the SAP background processing system to have the SAP System do some of your work for you. In background processing, the system automatically runs any report or program that you can start interactively.

You tell SAP what you would like to have it do by scheduling a background job in the background processing system. A background job specifies the ABAP/4 report or external program that should be started, together with start-times and printing specifications.

When your start-time specification is satisfied, then the background processing system starts your job and runs the program(s) that you specify. You can later check whether the job was carried out successfully and display a log that traces the job execution.

Advantages of using the Background Processing System

The advantages of using the system are as follows:

- Running a report does not tie up one of your sessions with the R/3 System. When you run a report interactively, the session in which you are active is blocked from further input for as long as the report runs. In background processing, the report is started in the background, by the R/3 System itself. Running the report in this manner has no influence on your interactive work with the R/3 System.

- You can shift the execution of reports to night time or other periods of low load on the R/3 System. You can schedule a report or external program to run at any time that the R/3 System, is active. You can also schedule automatic periodic repetition of the job.

- Background processing is the only way in which you can execute long-running jobs. If a single ABAP/4 report runs continuously for more than five minutes in an interactive session, then the R/3 System terminates the report automatically. Long-running ABAP/4 reports can be run much more efficiently by the background processing system. Often, such reports are automatically scheduled for execution in the background system and therefore do not require your scheduling.

To Reach the Background Processing System

The table below shows the usual three ways in which you can reach the background processing system.

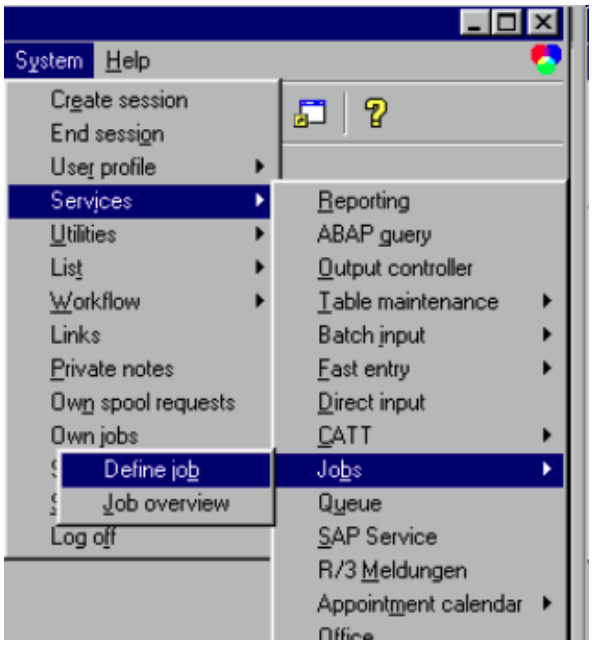
In the first two ways, you must actively decide to schedule a program for execution by the background processing system. In the third situation, the R/3 System takes care of scheduling the background job for you.

Scheduling a Background Processing Job

Where you are	How to schedule a program	What happens
In the ABAP/4 editor: From the editor, you can start ABAP/4 programs and reports either interactively or in the background processing system.	Choose Program → Background	The system presents the ABAP/4 job scheduling screen. You can schedule an ABAP/4 program to run in a background job.
Elsewhere in the R/3 System: You would like to schedule an ABAP/4 program or external program as a background job	Choose System → Services → Jobs → Define job This is an alternative to job scheduling via the ABAP/4 editor.	The system presents the standard job scheduling screen. You can schedule an internal (ABAP/4) or external program to run
In an SAP application: Often, long-running reports are automatically scheduled for background processing. When you choose such a report via menu or function key, the SAP application gathers the required information from you and then schedules the job.	The SAP application schedules the report as a background job for you.	Your program is scheduled to run in the background processing system.

Schedule a Background Processing Job

Scheduling a program on your own for background processing



1. Start the job scheduling function.
2. Choose System → Services → Jobs → Define job to start the standard job scheduling function of the background processing system.

   For ABAP/4 programs, you can also schedule a job via the ABAP/4 job scheduling function. From any report selection screen, choose: **Program → Execute in Background.**

   Both job-scheduling functions offer the same services for scheduling ABAP/4 programs as background jobs. However, if you need to schedule an external program as a background job, then you must use the standard job scheduling.

3. Fill out the job scheduling screens. Specify the program to be run, how output should be handled, and when the background job should start.

4. Save the job. When you see the "job saved" message, the job has been accepted by the background processing system. The job is then scheduled.

Note: A job that has been scheduled can't run until it is also released. This restriction applies even if you specify an immediate start to the job.

If you have the necessary authorization, then your job is released automatically when you schedule it. Otherwise, your system administrator will release your job for you so that it will run.

5. Check the status of your job. Choose System → Job status.

ABAP/4 Job Scheduling

The ABAP/4 job scheduling function offers a simplified way to schedule a job:

1. From the menu path: Program > Execute in background
2. From the next screen you may set the printer options for output from the report. If you do not set printer options, the system uses the options saved with your user account.
3. Choose Execute immed. to have your job started right away or choose Schedule to have the job started at the time and date that you specify. This is also the place where you specify that the job should be restarted periodically. Refer to the following sections to read about the procedures for correctly scheduling a report to be run in the background.

Standard Job Scheduling

Use the standard job scheduling function:

1. On the first screen, identify your job
2. Click on Start time to choose a start time for your job. Then save the start time and return to the first screen.

   Each of the start time options offers a Check function. You can use this function to see if you have entered a valid start specification. Several of the start time options also let you have your job automatically repeated.

1. Click on "Steps to specify the program to run" in your background job. Then, save your program specification and return to the first screen.

2. Save your job. When you see the "job saved" message, your job has been accepted by the background processing system. It's scheduled for background processing.

Identifying your Job

On the job identification screen (Define background job), do the following:

1. Enter a name for your background job. You can choose any name you wish; the name makes if easier to check on the job status.
2. Enter a priority class for your job. Enter "C" (normal priority) unless the job is extremely urgent.
3. Leave the Target Host field blank unless you are sure that your job must be run by a particular SAP application server.

Choosing a Start Time

To pick a start time.

1. Choose a start time option. Usually, you'll just want to choose Immediate start or Date/time; to have your job started at a particular date and time. If you need them, however, all of the choices shown in the listing below are available.
2. Provide any additional information the system asks for.
3. Save the start time. You can then return to the job identification screen.

Start Time Option	More Information
Immediate	Your job starts as soon as you save the job definition. For jobs that are repeated automatically, you can set Restrictions on future start dates. Example: Only run the job on workdays.
Date/Time	Your job won't start until the date and time that you specify. You can also do the following: • Define a start-time window. You can set a date/time after which your job should not be started, should the start be delayed. • For jobs that are repeated automatically, set Restrictions on future start dates.
After job	Your job starts when another job that you specify has been completed. You'll need to find out the name of the other job before you choose this option. You can display jobs that have been scheduled with System → Services → Jobs → Job overview. Mark Start Status Depend, if your job should start only if the other job

	was completed successfully.
After Event	Your job starts when the event that you identify occurs. Choose from the available events with the Possible Values arrow. An event is a signal to the background processing system that something has happened.
At Operation Mode	Your job starts when the operation mode that you identify becomes active. Choose from the available Op modes with the Possible Values arrow.
>> Start on Work Day	Your job starts on a particular workday of the month. On an extra screen, you may specify: • The SAP factory calendar to use to find out which days are workdays. • The workday on which your job must start. • The time of the day for the job to start. • Do Not Start Before: The date the job may be started. • Whether to count the workdays from the start or the end of the month. • For automatically repeated jobs, the number of months between repetitions.

Specifying the Program to Run

On the "job step" screen, tell the background processing system which ABAP/4 program or external program to run.

For any ABAP/4 program, you can also specify how any print output should be treated.

Here is how to fill out the screen.

1. In the User field, you will see your name. Enter another name if the program should be run under the authorizations of another user.
2. Click on ABAP/4 or on External program to enter the name of the program to be run.

- For an ABAP/4 report: Enter the name of the report. You may also pick out a variant from the variant list.
- In the Language field: Specify the language to use for the output of the report.
- With Print Specifications: You can tell the system how you want to output to be handled; printed immediately or held in the print spooler.
- With an External Program: Enter the full path name to the program, any arguments that are required, and the name of the host system where the program is to be run.
- With control flags: Specify how output from the external program should be handled.

1. Save the job step and return to the job identification screen.

Checking on the Status of a Background Job

You may check on the status of any background job by choosing System → Services → Jobs → Jobs overview from anywhere in the system.

- At the Top of the Job Status Screen, You see the status of each of your background jobs, including the number of jobs scheduled, the number still active, finished, etc.

- In the Middle of the Screen, You will see any of your jobs that are active (currently running). Cancel interrupts an active job, abnormally terminating the report.

- At the Bottom of the Screen, You will see any jobs that were cancelled (ended unsuccessfully because of a problem). You will see them listed at the bottom of the screen. Press Log to open the processing log indicating to you what went wrong with the job.

ABAP List Viewer (ALV) Grid Control

One of the new features of SAP 4.6 system is the ABAP List Viewer (ALV) which standardizes the use of certain reports in the SAP system. At this time, not all reports in the SAP system use the full range of ABAP List Viewer functions. Also, some reports use special functions that extend beyond the normal range of the ALV.

The following tables list the ALV functions with their respective icons.

Function	Full-screen mode
Choose detail	
Find	
Sort:	
Ascending order	
Descending order	
Set and delete filter	
Display and delete totals	
Display and delete subtotals	

Choose display variant	Choose
Change current display variant	
Save display variant	Save
ABC analysis	ABC
Spreadsheet	
Word processing	
Print list	
Print preview	Print preview
Send list	
Save list as local file	

There are some major advantages of using this tool. The ability to sort and filter exactly the records that you wish to see is a feature that is now part of this viewer. For example, the report excerpt below shows two states of a check register listing. The first is an unsorted view.

MMR HQ TREASURY — Check register
Millington
Company code 7900

Bank	NBDIS	NATIONSBANK, NA
Bank keys	061112788	
Account No.	A0017	3299964231

Check

Check number from to	Payment	Pmnt date	Curr.	Amount paid (FC)	Recipient/void re
1000000000	8000000000	09/01/1999	USD	47.32	DAVID ELLIOTT WES
1000000001	8000000001	09/01/1999	USD	6,474.50	RODNEY BRUNSON JR
1000000002	8000000002	09/01/1999	USD	500.00	LONG DIANE ORANGE
1000000003	8000000003	09/01/1999	USD	540.65	JANELLE HOWELL JR
1000000004	8000000004	09/02/1999	USD	5,000.00	SUE TODD ATLANTIC
1000000005	8000000005	09/02/1999	USD	6,616.50	ELAINE DIETZ MAYP
1000000006	8000000006	09/02/1999	USD	232.50	OSC (SW) PATRICK
1000000007	8000000007	09/02/1999	USD	594.00	AMERICAN THEATER
1000000008	8000000008	09/02/1999	USD	856.25	SONNY'S BBQ JACKS

The second shows the sorted report. In this case, we sorted it in descending order based on the check totals. To accomplish this sorting by the amount of the checks, we did the following:

- We clicked in the column heading we wished the records sorted by. In our example this was the Amount paid (FC). By clicking in this column header, the background shading of the column was removed.

- We then clicked one of the sort icons (Ascending or Descending) located on the Application toolbar  . We clicked on the Descending Icon (Left) to arrive at the display below.

NWR HQ TREASURY
Millington
Company code 7900

Check register

Check number From to	Payment	Pmnt date	Curr.	Amount paid (FC)	Recipient/void rea
1000003962	8000003431	01/20/2000	USD	141,840.00	WALT DISNEY ATTRAC
1000004224	8000003699	02/01/2000	USD	121,537.97	DFAS OPLOC SAN DIE
1000001012	8000000590	10/18/1999	USD	75,600.00	COMMANDER NAVY REG
1000004553	8000004023	02/11/2000	USD	69,401.45	DFAS SAN DIEGO CA
1000001699	8000001244	11/08/1999	USD	66,403.88	UMBRELLA FOOD SYST
1000001877	8000001433	11/10/1999	USD	61,421.44	COMMANDER NAVY REG
1000000169	8000000169	09/17/1999	USD	60,000.00	GLENN SMITH PRESEN
1000002527	8000002040	12/01/1999	USD	53,403.29	DFAS SAN DIEGO CA
1000001469	8000001015	11/01/1999	USD	51,420.00	NAVY RESALE AND SE

By checking the tooltips connected to the icons on the toolbar, you will be able to determine the functions available in the ALV for the viewed report. (Slowly move the mouse over the icons to expose the tooltips)

Subtotaling and totaling columns are also very easy with this new ALV. The following excerpt shows the check register subtotaled by the Payment Date field. To accomplish this simple task, we performed the following steps:

- We first determined that we wanted the check register subtotaled by the payment date.
- We then clicked in the column header row titled Pmnt. Date. This removed the background shading temporarily letting us know that we had indeed selected this column.

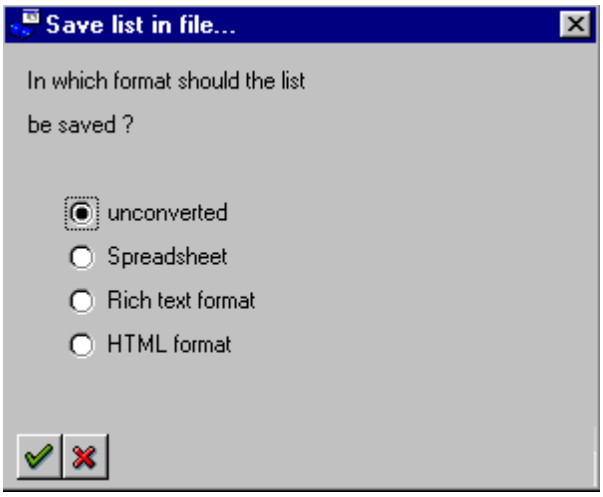
- We then clicked once on the subtotal icon on the application toolbar  and the following screen display appeared.

MWR HQ TREASURY
Millington
Company code 7900

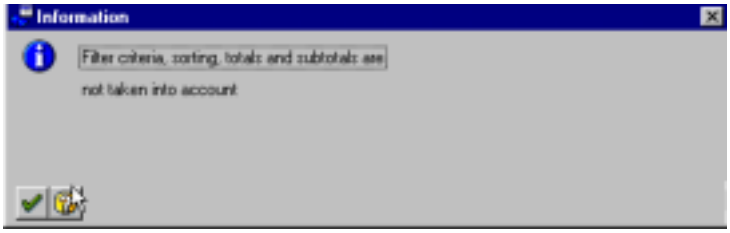
Check register

Check number from to	Payment	Pmnt date	Curr.	Amount paid (FC)	Recipient/v
1000000003	8000000003	09/01/1999	USD	540.65	JANELLE HOW
1000000002	8000000002	09/01/1999	USD	500.00	LONG DIANE
1000000000	8000000000	09/01/1999	USD	47.32	DAVID ELLIO
•		09/01/1999	USD	7,562.47	
1000000005	8000000005	09/02/1999	USD	6,616.50	ELAINE DIET
1000000004	8000000004	09/02/1999	USD	5,000.00	SUE TODD AT
1000000008	8000000008	09/02/1999	USD	856.25	SONNY'S BBQ
1000000007	8000000007	09/02/1999	USD	594.00	AMERICAN TH
1000000006	8000000006	09/02/1999	USD	232.50	OSC (SW) PA
•		09/02/1999	USD	13,299.25	

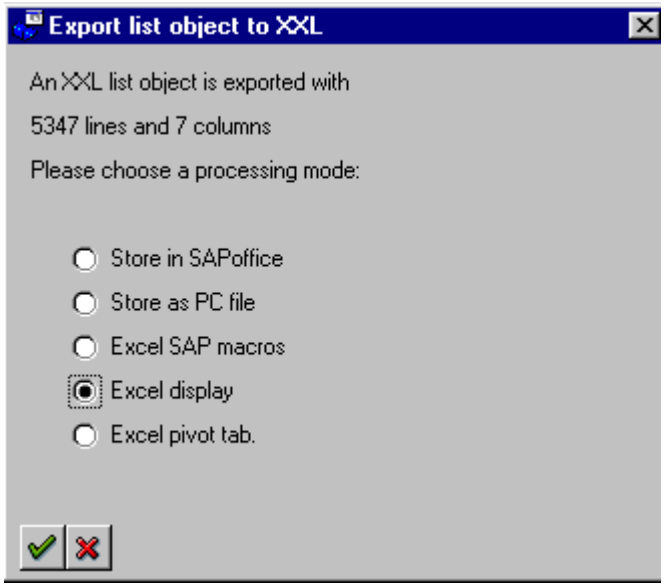
One of the other options available while using the ALV is the ability to save the list to a local file. The user may do this by clicking this icon  located on the right side of the Application toolbar. By clicking on this icon, the following window appears offering various formatting choices for saving this report to a local file. You may save this report in its original unconverted format, or as a spreadsheet, or in Rich Text Format, which also saves all the original formatting or as an HTML file which allows the use of Internet browser technology (Internet Explorer or Netscape)



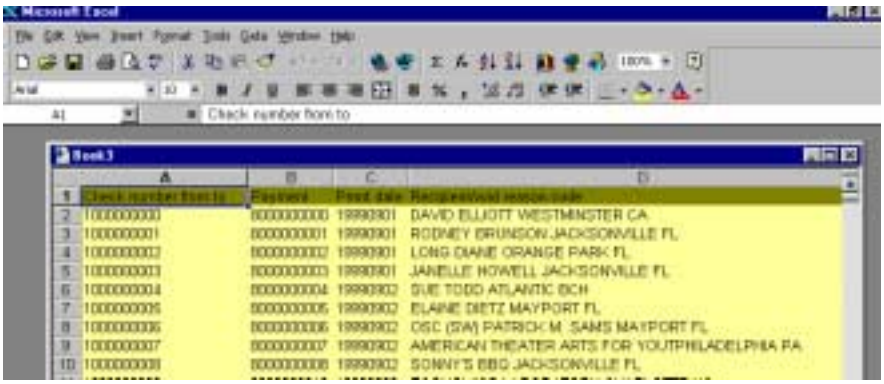
In addition to the options listed above, using another icon on the Application Toolbar  , will enable a direct copy into a spreadsheet and expose the following pop-up window.



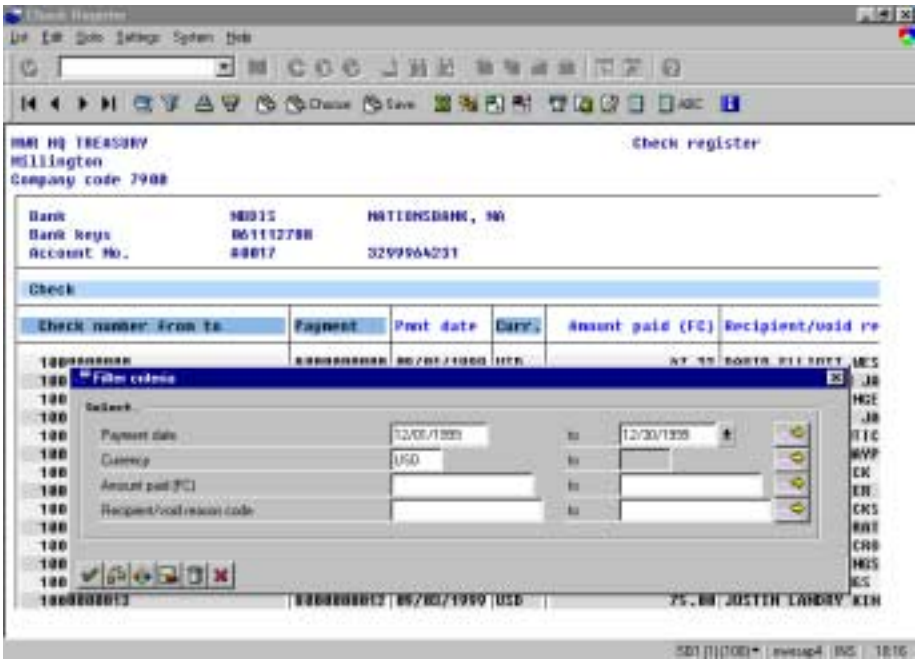
This information pop-up window informs the user that any sorting criteria and/or totals and subtotals that have modified the look of the report with SAP will be ignored when copied to a spreadsheet. Click the Green check mark continue icon.



This window explains the scope of the file to be copied and allows the user to choose a processing mode. The most useful processing mode to the majority of the MWR/VQ users would be the item checked the “Excel display”. By clicking on the Green check mark Continue icon, the file is displayed with Microsoft Excel and can be manipulated and configured as a regular Excel file including sorting, cross-tabulating and producing charts and graphs. Here is an excerpt of the same file within Excel.



The use of a filter to specify a certain criteria to be part of the report request is another very useful feature of the ALV. To use this feature, first click on the column(s) headings that you want as part of the filtered report. These choices result in the shading being removed from the header. Then click on the Filter icon on the left side of the Application toolbar  . This opens a criteria selection window where you can further narrow the scope of the desired report. For example, we are going to narrow the payment date selection to a range of 12/01/1999 to 12/31/1999 as shown.



Once we click the green arrow check mark on the Filter Criteria window, the result of the filter is displayed as shown as follows.

MMR HQ TREASURY
Hillington
Company code 7900

Check register

Bank MBDIS NATIONSBANK, NA
Bank keys 061112788
Account No. 00017 3299964231

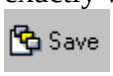
Check

Check number from to	Payment	Pmnt date	Curr.	Amount paid (FC)	Recipient/void re
1000003349	8000002834	12/30/1999	USD	1,326.00	DENNIS MCGAFFEE N
1000003350	8000002845	12/30/1999	USD	50.00	DFAS DENVER CO
1000003351	8000002839	12/30/1999	USD	22.50	ENCHANTED PARKS I
1000003352	8000002840	12/30/1999	USD	456.00	ENTERTAINMENT PUB
1000003353	8000002849	12/30/1999	USD	261.00	GSA FLEET MANAGEN
1000003354	8000002843	12/30/1999	USD	8.00	KITSAP MASON COUN
1000003355	8000002841	12/30/1999	USD	18.02	MARYSVILLE TRAILE
1000003356	8000002846	12/30/1999	USD	579.60	MCNAUGHTON BOOK S
1000003357	8000002833	12/30/1999	USD	149.73	NATALIE M. TERLAJ
1000003358	8000002835	12/30/1999	USD	595.00	NTH COMMUNICATION
1000003359	8000002844	12/30/1999	USD	100.00	TREASURER OF THE
**			USD	1,864,751.42	

Variants are changes in the basic version of a report which occur when details are omitted or added. In our descriptions, we have changed the sorting, added totals and subtotals, filtered the report selection, etc. and yet the original data remains the same.

There have been a number of variants stored in the system to use for displaying various reports. These standard AIMS variants, named using the following naming convention:

/AIMSxx, may be chosen by using the 

icon. These stored variants have all the filters and qualifiers already stored as part of the variant so that by choosing one, the report is immediately displayed. In addition, once you have decided any report listing is exactly what you wish to see, you may save your personal variant by clicking on the 

icon. <u>Please note that the name of your individually saved variants must start with a letter.</u>

♦ Getting Help

SAP includes a comprehensive set of online documentation. In addition, the Navy Personnel Command's Morale, Welfare and Recreation Division, Computer Services branch has supplemented the extensive SAP Help system with components, including this manual, written specifically for the Navy MWR/VQ users.

These supplements to SAP includes:

- A comprehensive desk reference and manual explaining what SAP is and exactly how it will work within the MWR/VQ systems.

- The MWR online help system, any MWR documentation and the basic overview training will also be available through the MWR home page to those with Internet access.

- With further implementation of the system, a 24-hour Help Desk will be available to all commands.

The MWR specific components will further enhance the extensive SAP help available.

In addition to the help components that have enhanced SAP standard help, we have put together a list of definitions that will allow a new user to look at what SAP calls something and translate that into what MWR has traditionally called it. Some of these definitions follow:

Item	Definition
Company Code	Replacement for what was traditionally called the Fund number.
Cost Center	This is the replacement for a department within an activity.
ABAP	The programming language in which SAP application programs and reports are created.
Application	A software program or set of programs that perform a specific job. Examples in the R3 system include General Ledger and Accounts Receivable.
Initial screen	The first screen you see when you start any task in SAP. Most tasks consist of more than one screen, but some only contain a single screen.
Search help	A tool for finding a specific record. A search help is made up of search terms such as customer name and zip code.
Transaction code	A variable length character code that represents a particular task. You can use a transaction code, instead of a menu path, to go to the initial screen of a task. You enter the code in the command field.
Possible Entries button	A button with a down-arrow depicted on the face. Click this button to display a list of possible entries for a field.

On-Line SAP Help Documentation Available

Access the SAP Library

To see what kind of documentation is available for a particular application

1. From any screen, choose Help → SAP Library. The SAP library screen appears.
2. Choose the application and topic for which you want more information.

Getting Help on the Task You're Working In

To display step-by-step instructions for the task you are in.

1. From a screen in your task, choose Help → Extended help from the menu bar. The system describes step-by-step instructions for the application you are in.

NOTE: Extended help is not available for every task in the system. If extended help is not available for your task, when you choose Help → Extended Help, the system will display the SAP library screen. From that screen, you can either search for the documentation you need in the library or return to your task.

Getting Help on Messages

SAP displays warning and error messages in the status bar. A system message consists of one line; However, you can get more information about a message.

To get Help on a status bar Message

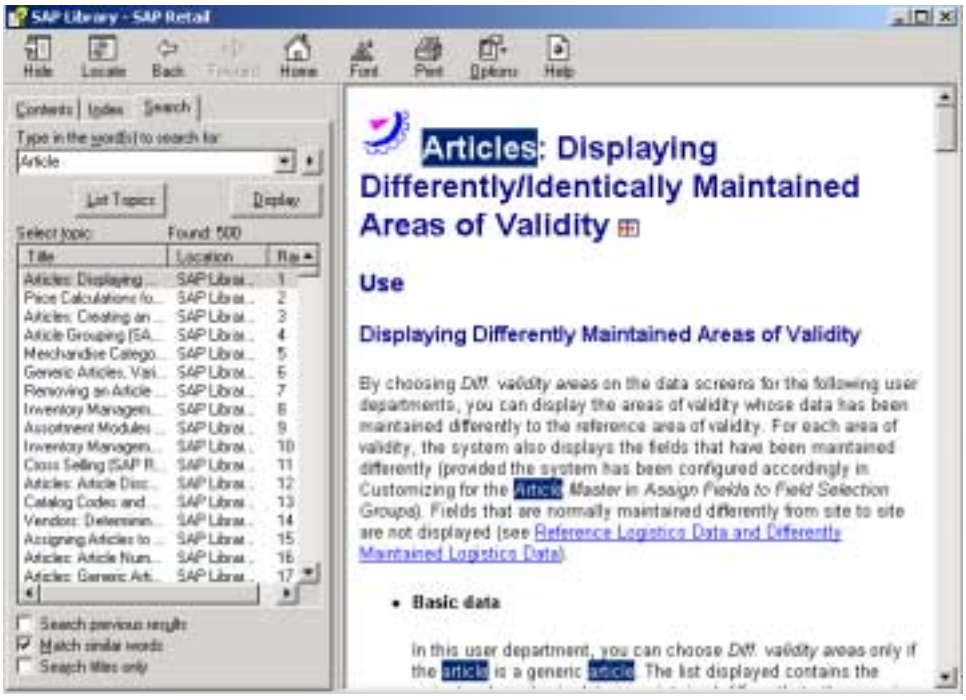
- In the status bar, click anywhere in the message, or position the cursor anywhere on the message and click  or press function key F1.

Getting Help on Terminology

Some terms have meanings specific to SAP. When you find a term that you don't know, you can look it up in the SAP glossary.

1. From the menu bar, choose Help → Glossary. A dialog box appears, in which all the terms from your screen that are defined in the glossary are displayed. Part of a sample glossary list is displayed here.

2. To see the definition of a term, double click on that term, or position the cursor on the term and press function key F2.



Getting Help on Fields and Field Input

Most fields in SAP have Help available. You can get explanatory help on the field in general and you can get help on possible entries for a field.

To display help for a field.

1. Position the cursor on a field.
2. Click on  or press F1. Depending on the settings that you have established, the system displays the field help either in a modeless dialog box or a modal dialog box.

   > Terms in the field help that are highlighted or displayed in a different color than the surrounding text are defined in the SAP online glossary. To display a term's definition, double click on the term.

   In addition to the actual field help, you can also access extended help and technical information.

   In the modeless dialog box:

   - Click the  button to display the extended help.
   - Click the technical info tab to display technical information.
   - Additional functions, such as printing, searching, maintaining entries, and downloading help, are available in the application toolbar of the modeless dialog box.

   In the modal dialog box:

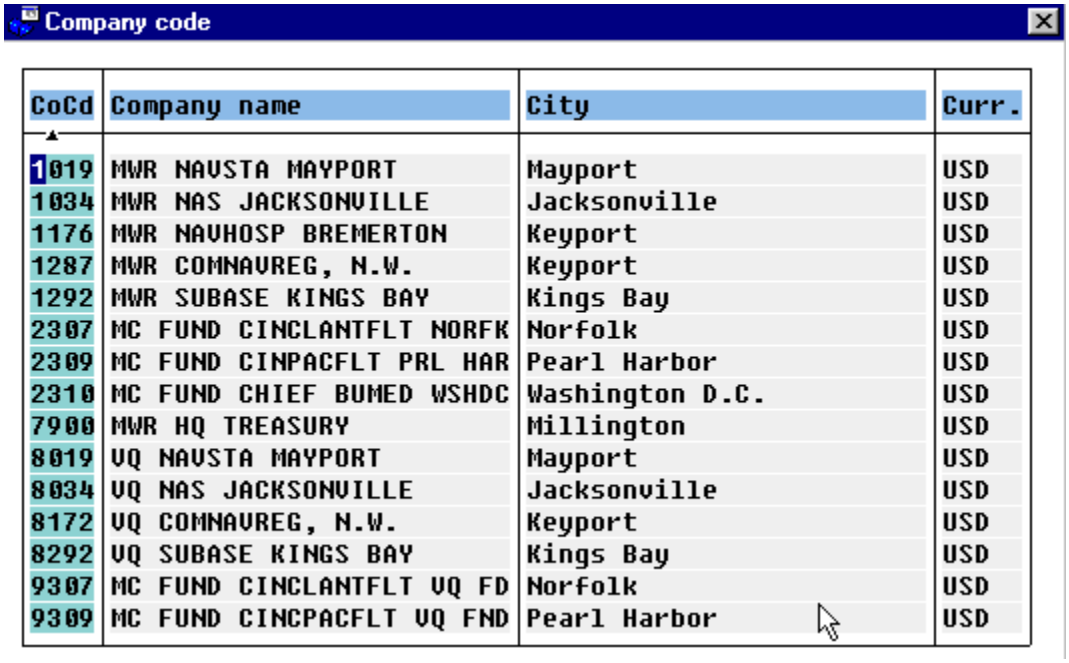
   - Click the Extended Help button to display the extended help.
   - Click the Technical Info button to display technical information.
   - If you position the cursor in the help window and press the right mouse button, the system displays a pop-up menu. This pop-up menu provides you with access to printing, lists of possible entries, and field format.

Getting Help on Possible Entries for a Field

When you need help on which values you can enter in a field, you can display a list of possible values or search helps. A search help is a tool for finding a record that has the field value you need.

To display a list of possible entries for a field.

1. Position the cursor in the field. A possible entries arrow appears to the right of the field. If no possible entries arrow appears, you cannot display a list of entries for this field.
2. Click on the possible entries arrow. A list of possible values for the field is displayed.



3. Place the cursor on the desired value and double click or press F2. The system inserts the chosen value for the field.

Limiting the Possible Entries List

The number of possible entries for a field may be quite large. You may limit the size by using the wildcard character "*".

1. Position the cursor in a field with a search help. You can recognize a search help field by the appearance of a triangle in the lower right corner of the field. When you place the cursor in the field, the possible entries arrow appears next to the field.

2. Enter the first character or characters of a field value, followed by a. Example, pa or 3* or k*.

3. Click on the possible entries arrow. A list of field values is displayed.

4. To choose a value from the list, double click on it (or position the cursor on a value and press F2). The system inserts the value into the field.

Searching for Field Values Using Search helps

When listing the possible values for a field using the possible entries button or F4, you will sometimes get a list of search helps. Fields such as the Account Number field have too many values to list. For this type of field, you can use search helps to find the record that has the field value you need.

What is a Search help?

A search help is a tool for finding records. It is made up of search terms that are arranged in a specific order. For example, you wish to update a customer record and you don't know the customer's account number. You can use the information that you do know about the customer, such as their name, city, etc. to search for the account number. Name and city are search terms.

When you use a search help, you do not need to enter information in all the search terms. Search helps are flexible in that you can enter search terms you know and skip search terms you do not know.

SAP comes with pre-defined search helps, and more may be added. There are two methods of using search helps.

- You do NOT know which search help to use = Use the Simple Method.
- You know which search help to use and the order of its search terms = Use the Fast method.

Searching for a Field Value When You Do Not Know the Search help

Before you attempt to use search helps, you should be familiar with the parts of a search help. When you want to find a field value but don't know which search helps are available, follow these steps:

1. Position the cursor in a search help field and click on the possible entries arrow or press F4. The search helps available for the field are displayed.

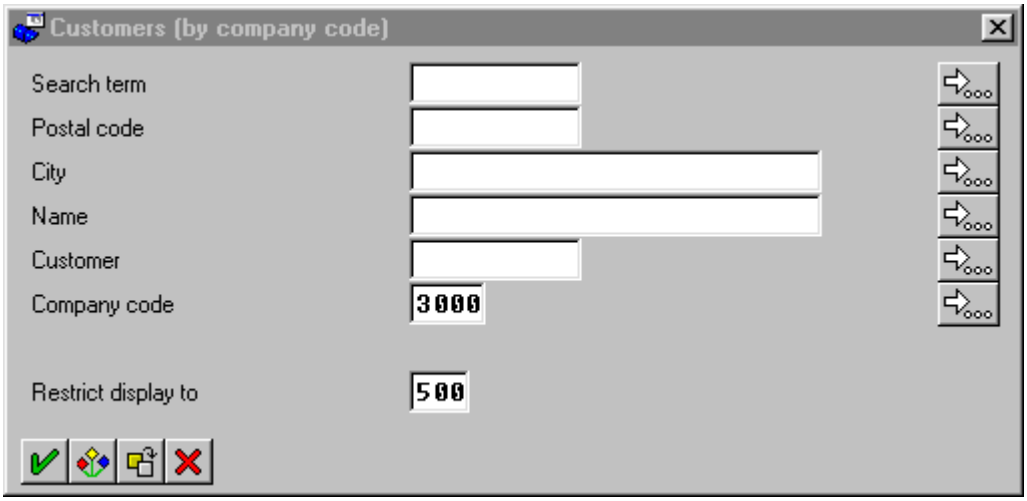
   OR

   If you selected a search help for this field previously, the system proposes the previously chosen search help as the default. If you do not wish to search with this default search help, select  or press F6.

If the list of search helps is long, select  or press SHIFT+F4 to search for the specific search help you want to display.

2. Double click on a search help (or position the cursor on a search help and press F2)

   In the example below, we are using search help 3000 in the company code field to search for customer records.



3. Enter the search codes that you know; then click on  or press ENTER.

   All the records that match your search terms will be displayed. If you do not enter any search codes, the system will display all the records for the search help (In our example, all the records that match Company Code 3000.) If the system cannot display all the records, you will receive a system message in the status bar. You will need to reduce the number of records found by entering one or more search terms.

4. Double click on a record (or position the cursor on a record and press F2).

Searching for a Field Value When You Know the Search help

Using a known search help is a faster method for finding a record. Before you can enter the search help, you should be familiar with the parts of a search help.

A field that uses search helps is identified by a triangle in the lower left corner of the input field.

1. Enter the search help in a field; the click on  or press ENTER.

   All the records that match will be displayed. If no records are displayed, make sure your search help is valid and the order of your search terms is correct. Press ENTER to display a list of available search helps.

2. Double click on a record (or position the cursor on a record and press F2)

   SAP enters the chosen value into the field in Step 1. The system may also enter values in other fields (if these fields are dependent on the field in Step 1).

The search help syntax consists of four parts: an equal sign, a search help identifier, periods (full stops), and search terms.

Parts of a Search help

A typical example of a search help is:

```
=k.customer_name.postal_code.city.account_number
```

The parts of this search help are

=	Every search help must begin with an equal sign
k	The search help identifier (ID), may be any letter. The search help identifier must follow the equal sign. There may be other search helps that begin with k; however each search help has a unique arrangement of search terms. Whoever created the search help determines the search help identifier.
. (Period)	Each search term is separated by a period. Periods also act as placeholders for those terms you do not know. If you skip a search term, you enter a period in place of the search term.
customer_name. postal_code …etc.	These are the search terms for this search help. You must enter the search terms in the order indicated. For example, you must enter the search term customer_name before the search city.

Search Help Examples

If you know the search help and the order of its search terms, you can enter this information directly into a field.

The following example shows how you enter search helps directly into fields and the results that the search helps produce. These examples are for the following search help:

```
=k.customer_name.postal_code.city.account_number
```

IF YOU ENTER THE SEARCH HELP…	SAP DISPLAYS…
=k.smith.10038	All the records for customers named Smith whose zip code equals 10038
=k.smith..Sydney	All the records for customers named Smith who live in Sydney. You skip the postal code by entering a period in its place.

Getting Help on Reports

You can get general information about a report, for example the purpose of the report and the type of list the report produces. You can access help from within a report by choosing Help → Extended Help.

1. From the menu bar, choose System → Services → Reporting
   The report selection screen appears

2. In the Program field, enter the name of the report for which you want help.

3. Click on Execute  .
   The system displays the selection criteria entry screen

4. From the menu bar, choose Help → Extended Help.
   General information about the report is displayed.

Getting Status Information About Your System

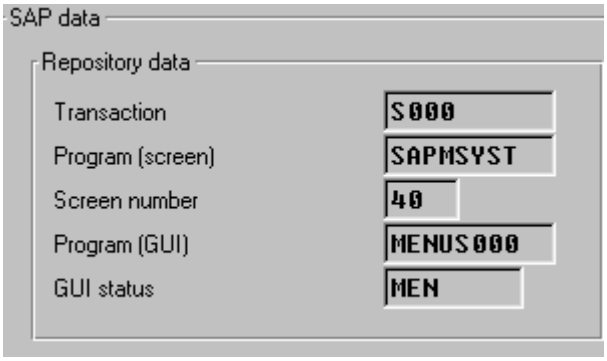
SAP provides information about the system you are working on and the SAP graphical user interface (GUI), the front-end, you are using. You can display this information at any time.

NOTE: If you encounter any problems while working in SAP, it may be helpful for you to display this information. Also, if you need to contact technical support, you may be asked to provide some of this information.

Steps for Getting Information About the Status of SAP

- From the menu bar, choose System → Status

  A dialog box appears, containing various kinds of information about the system you are working on, such as the name of the program currently running, the transaction code of the current task, the SAP release number, and so on. Two sample status dialog boxes are shown here.



This concludes the Overview portion of this guide. As you continue through the remainder of the guide, refer back to this section if you have any questions regarding general steps for navigating through SAP.